

ACCOUNTING DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Accounting Director exists is to administer, supervise and perform highly technical accounting work in the Accounting Department. Oversees professional and clerical staff responsible for the City's general ledger operations, accounts payable, payroll, and the preparation of the City's Comprehensive Annual Financial Report. Provides high quality service to the organization and to the citizens. This classification is supervisory. Work is performed under general supervision by General Manager, Financial Services.

ESSENTIAL FUNCTIONS

Supervises the maintenance of a wide variety of complex accounting records and subsidiary records and systems; coordinates preparation of periodic reports such as the Comprehensive Annual Financial Report, Financial Trends Analysis, grant, investment, or other operational reports.

Supervises and supports accounting personnel and is a team player by helping staff accomplish organizational goals; providing opportunities for training, decision making, participation, and innovation.

Participates in the formulation and administration of accounting and budget policies and procedures; develops, evaluates, and implements internal controls; and oversees the creation and implementation of accounting systems to improve the City's fiscal management capabilities and/or compliance with federal, state, and local ordinances or guidelines.

Coordinates research studies, feasibility studies, benchmarking studies, needs assessments, cost/benefit analyses, cross impact analyses, and management studies; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports on various computer software.

Provides project management expertise to coordinate and implement department or citywide systems and projects; program/system evaluation and organizational analysis; monitoring of procedures and methods; preparation of oral and written findings and recommended actions.

Supervises and monitors program budget performance; maintains fiscal control and accountability for budget expenditures; coordinates grant applications; develops budget forecasts and reports; makes oral and written recommendations for fiscal affairs; supervises service contracts and agreements; and coordinates the development of performance measures and workload indicators.

Listens, communicates, and deals effectively with management, subordinates, representatives of other government agencies, and the general public, researching as necessary to provide requested information. Communicates both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar. Provides superior customer service for both internal and external customers.

Provides financial advice, designs and conducts user training for financial systems and processes, tailoring such training and/or advice to the specific needs of the user.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles, practices, and applications of governmental accounting, auditing, budgeting and finance.

Computerized financial systems.

Ability to:

Interpret and implement authoritative pronouncements dealing with accounting principles.

Effectively communicate instructions and information verbally and in writing to subordinates, other City staff and the public.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Must be committed to teamwork and to quality in everyday work.

Must demonstrate the willingness to assume ownership in completion of assigned tasks.

Maintain regular consistent attendance and punctuality.

Education & Experience

Bachelor's degree in accounting, auditing, finance, business administration or equivalent is required. Certification as a public accountant required. Master's degree is highly desirable.

Five to seven year's progressively responsible accounting experience including supervisory experience over a professional staff. Experience in municipal accounting is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified